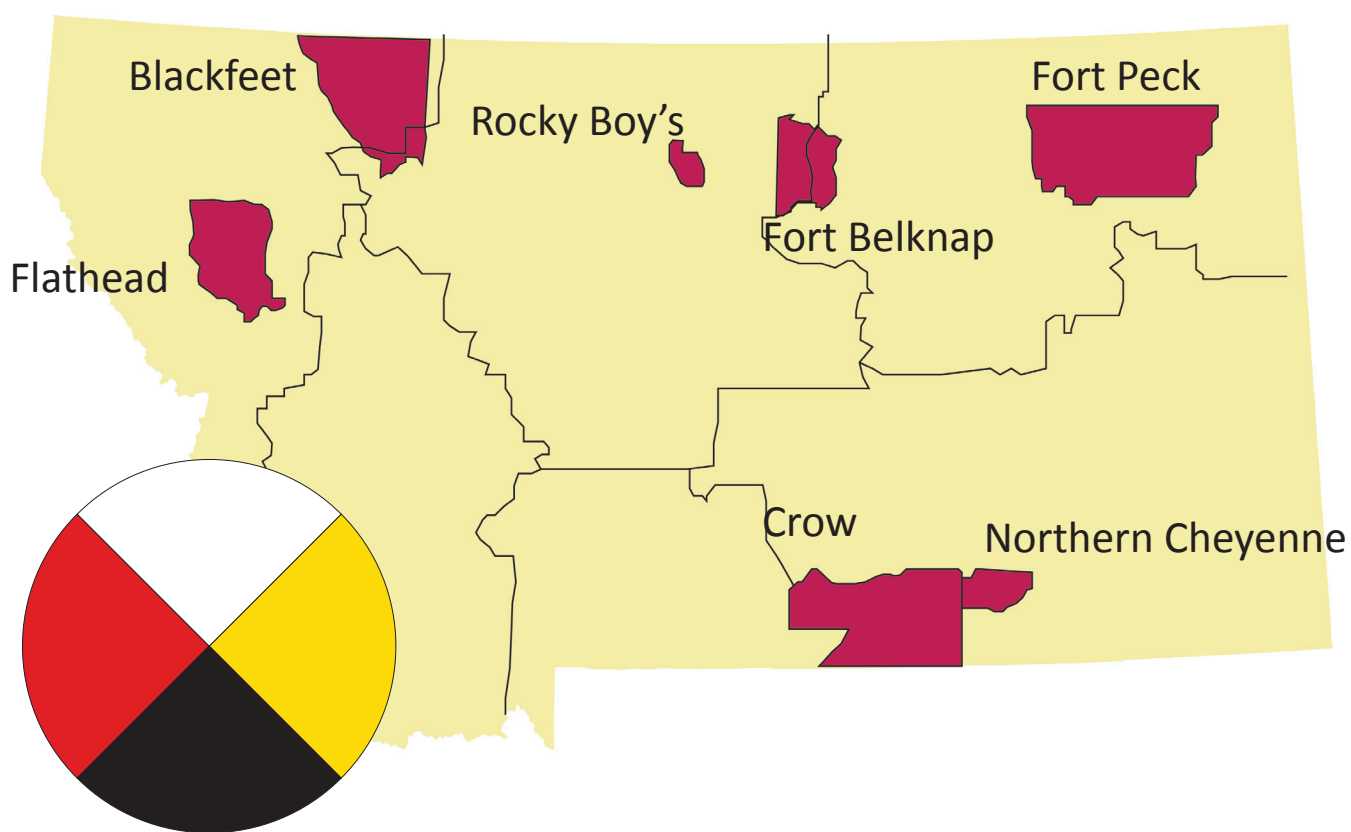
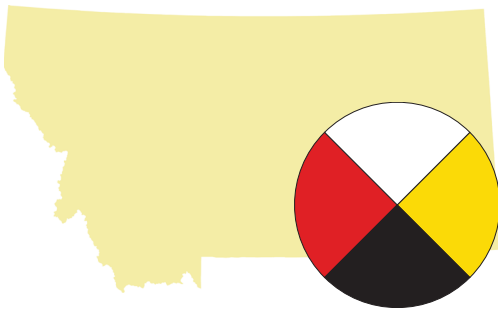




# MONTANA CANCER CONTROL PROGRAMS

## Digital Storytelling Basic Workshop Manual





# Acknowledgements

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The Montana Cancer Control Programs (MCCP) would like to acknowledge all tribal members who have made health related digital stories and especially those who have shared them across Montana. Because of their willingness to share their stories our communities have an alternative way to learn about health disease prevention, health wellness and how to advocate for better health.

We would especially like to acknowledge Daryl Gray for his courage to tell his personal story about how he was diagnosed with prostate cancer, given only six weeks to live and how he navigated through the health care system to fight for his life after doctors told him he could not receive treatment. To see his story visit the web at [http://www.ndigidreams.com/dgray\\_ds.html](http://www.ndigidreams.com/dgray_ds.html).

We began our effort to start the MCCP digital storytelling initiative after we saw his movie. We learned that he had participated in a digital storytelling workshop in 2009 facilitated by nDigiDreams, LLC given in Great Falls, Montana.

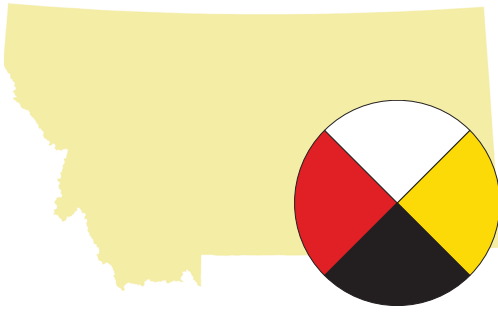
We would like to acknowledge nDigiDreams for helping our tribal communities make digital stories, presenting at our statewide conference and teaching us about how digital storytelling could be used as a health literacy tool to help reach American Indians. They travel extensively across the United States to help spread this “good medicine” by planting nDigiSeeds, which are local learning communities within Native Nations. They are “Healing Our Communities One Story at a Time®”.

The development of this manual was a collaboration between The Montana Cancer Control Programs and nDigiDreams, LLC.

“Microsoft” Word, “Windows Live” is a registered trademark of Microsoft.

“Audacity” is a registered trademark of Dominic Mazzoni.

“Healing Our Communities One Story at a Time” is a registered trademark of nDigiDreams, LLC.



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# Section 1: Introduction

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The Montana Cancer Control Programs digital storytelling project began as an effort to reach American Indians across the state of Montana with health messaging through the use of participatory video. MCCP witnessed the impact of digital stories made by local individuals who shared first-person accounts about surviving cancer and advocating for their own health care.

MCCP is a part of the Chronic Disease Prevention and Health Promotion Bureau in the Montana Department of Public Health and Human Services.



The Montana Cancer Control Programs include the Comprehensive Cancer Control Program, the Cancer Screening Program and the Cancer Surveillance and Epidemiology Program.

Brenda Manuelito and Carmella Rodriguez of nDigiDreams, LLC, (<http://www.ndigidreams.com>) a woman-owned, indigenous-focused consulting and training company that specializes in digital storytelling have been creating learning communities across Indian Country.

With the assistance of nDigiDreams, we have created a digital storytelling initiative. Our hope is to continue spreading the nDigiSeeds they planted in order to build local capacity across all tribal communities within the state of Montana.

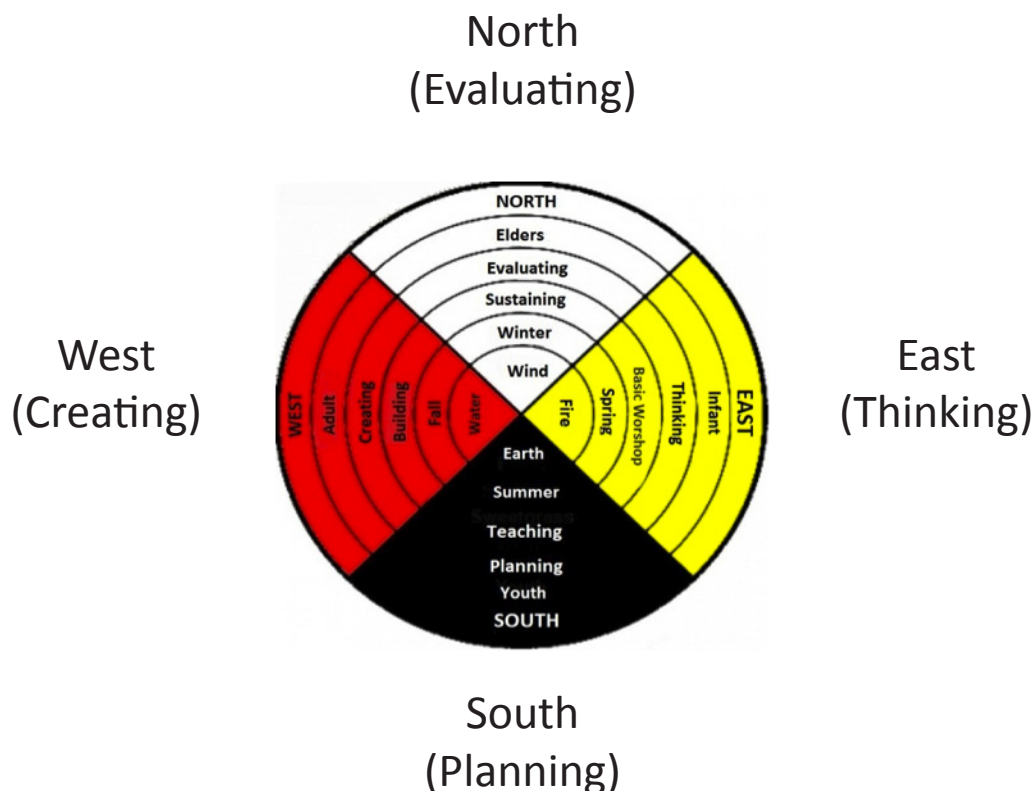
The MCCP digital storytelling initiative focuses in several health areas: cancer prevention, education, survivorship and advocacy. The goal of MCCP digital storytelling initiative is to help tribal members learn how to create a health related first-person digital story and build a Montana state wide digital storytelling archive for cancer education.

## Section 2: Approach

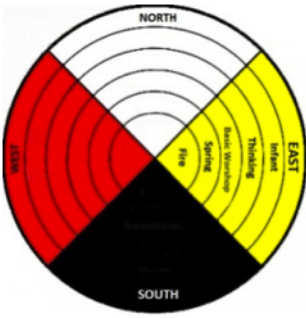
### FOUR-DIRECTIONS APPROACH

We have taken the digital storytelling process and framed it within the Medicine Wheel philosophy of learning that is found among many Plains tribes. Our indigenous framework for teaching is grounded in the four directions and follows the path of the sun from the East to the West or follows “the circle of life” and moves in a clockwise fashion.

We understand that in using the Medicine Wheel that there may be different colors, different orders of colors, and different meanings connected to each of the four directions. However, the Medicine Wheel provides a general framework for learning about digital storytelling for American Indians.



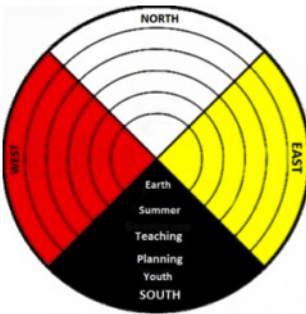
## Section 2: Approach



### ***East (Thinking)***

East is closely associated with early morning, the beginning of the day, when we wake up and pray. It is the first direction we face. We think positively about our goals and desires and begin our day in a good way.

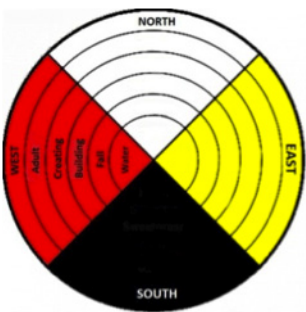
In the digital storytelling process, we start in the East direction and think about a story idea.



### ***South (Planning)***

South is associated with daytime, when we begin to plan out our day. It is also associated with working hard and learning lessons, of family, hard work, integrity, honesty and truth.

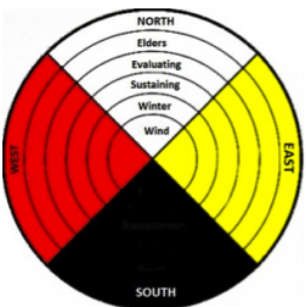
In the digital storytelling process, in the South direction we plan how to create our digital story by gathering media (i.e., pictures, music).



### ***West (Creating)***

West is associated with evening and is a place of deep introspection and reflection. It is the direction we stand when we ask for the ability to go deep within to do the necessary healing. The sun sets in this direction.

In the digital storytelling process, in the West direction, we record our voice narration and put it together with our media.

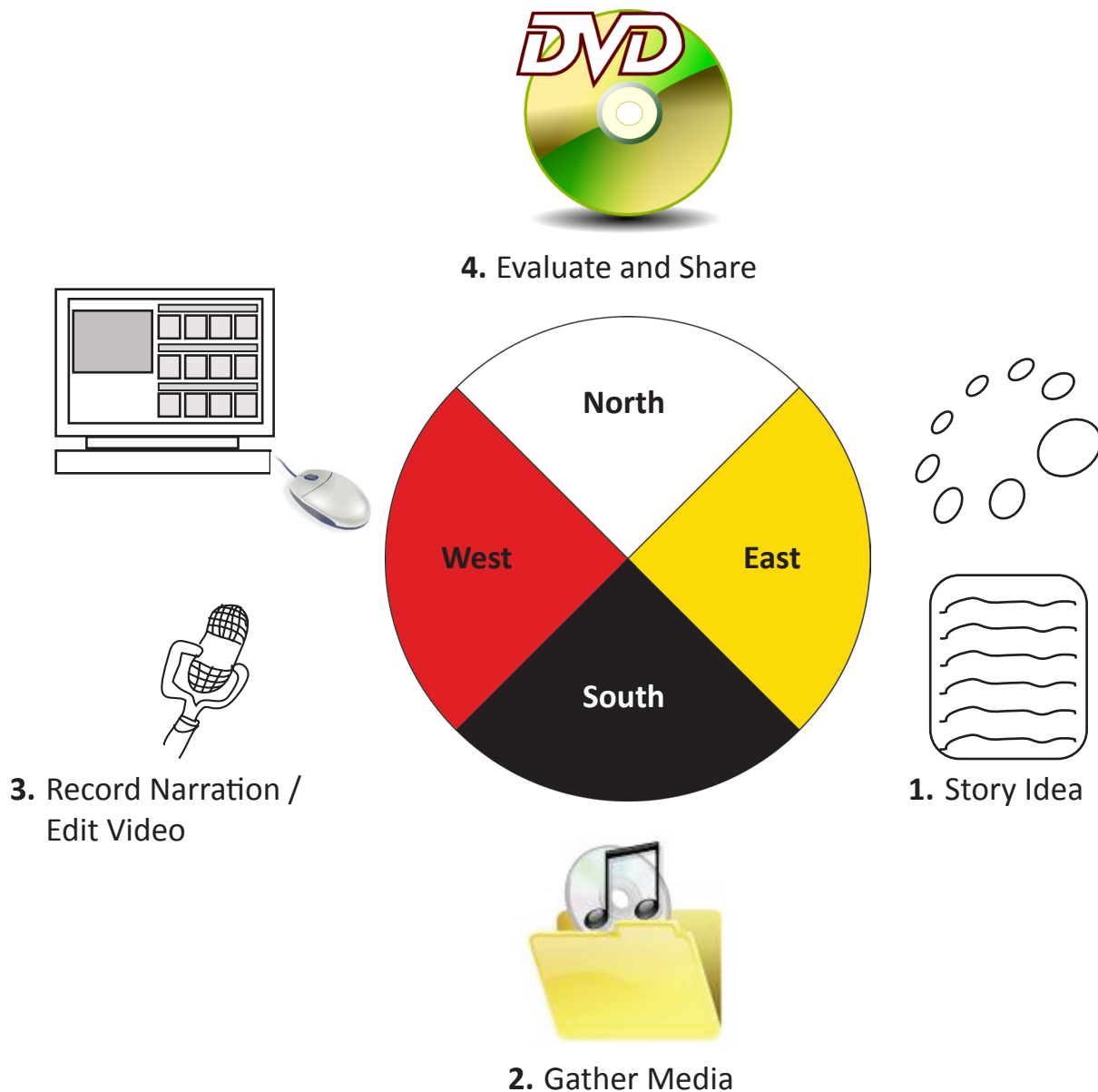


### ***North (Evaluating)***

North is associated with the place of knowledge and wisdom. It is the place of freedom and selflessness. The place of personal power, the place of eldership.

In the digital storytelling process, in the North direction, we evaluate the digital storytelling process and share our movies.

# Section 3: Digital Storytelling Process





## Section 3: Digital Storytelling Process

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The digital storytelling process starts with a story idea. That story idea can then be shared in a story circle, similar to our Native talking circle. After the storyteller has finished speaking facilitators and other participants are invited to provide feedback about their story.

The storyteller will organize their files on the computer and write a script based on their story idea that will be used to record voice narration. The script should be 200-400 words or about three to four paragraphs in length. The Elements of Storytelling can be used as a guide to help create your script. They will be explained in detail in the workshop.

### Elements of Storytelling

*Point of View*

*Voice/Sound track/Music*

*Dramatic Question*

*Economy & Pacing*

*Emotional Content*

The storyteller is responsible for finding media such as photos, video and music that will help them create a two-to-five minute digital story. The best place to start is at home with your own boxes of photos and video clips and then you can ask your friends and relatives for other materials. Look for media that can be downloaded from the Internet that is royalty free. It's good practice to be aware of copyright laws and credit photographers and musicians for allowing you to use their artistic work.

After voice narration has been recorded and all the media has been found, it is time to start editing and creating your digital story. Please refer to the tutorial section of this manual to follow the process of digital storytelling from organizing your files to creating a DVD with your movie.

You are the digital storyteller and own your movie. It is your choice if you want to share your story with family, friends, colleagues, and programs. It can be shared from computer-to-computer, DVD, or on the Internet.

The most important thing is to have fun!



# Section 4: Tutorials

## Organization

1. Create a new folder

Right-click on the mouse->New->Folder



New Folder

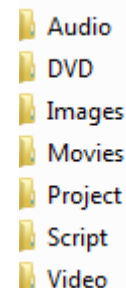
2. Rename the folder with your first and last name

Right-click on the mouse->Rename



Victoria Augare

3. Double Click on the folder you just created to open it
4. Create the following folders inside your folder the same way you created the folder in step 1.



**Audio** folder contains audio files such as recorded narration, music, and sound effects.

**DVD** folder contains the DVD project file if your computer can burn a DVD.

**Images** folder contains image files such as scanned photos or images, photos from a digital camera or any type of graphics files.

**Movies** folder contains your final movie, a PC version to be played on a computer and a DVD version if a DVD can be burned on your computer.

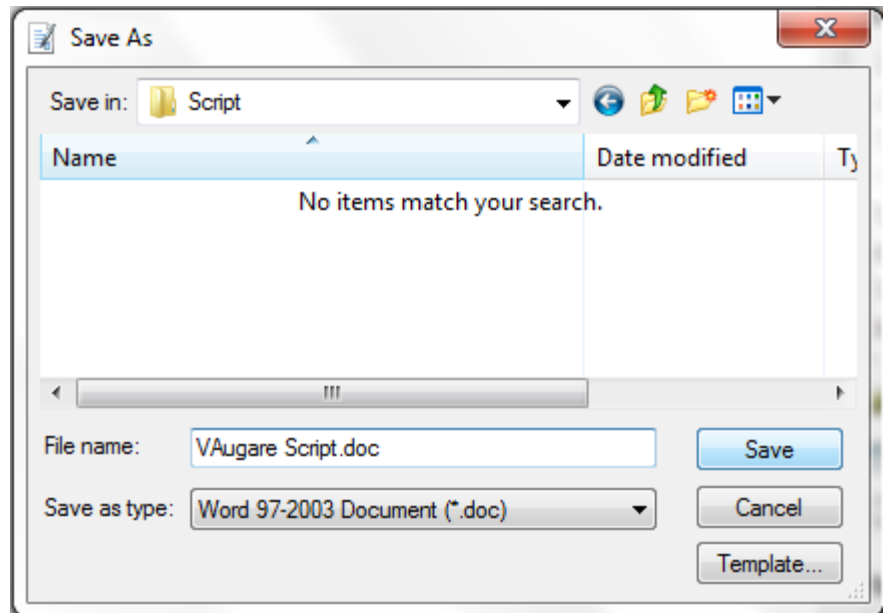
**Project** folder contains the Windows Live Movie Maker project file for your movie.

**Script** folder contains the finished script and the shot list which is usually a Microsoft Word file or a text file.

**Video** folder contains video files that are either transferred from a jump drive, external disk or captured into the computer using a camera.

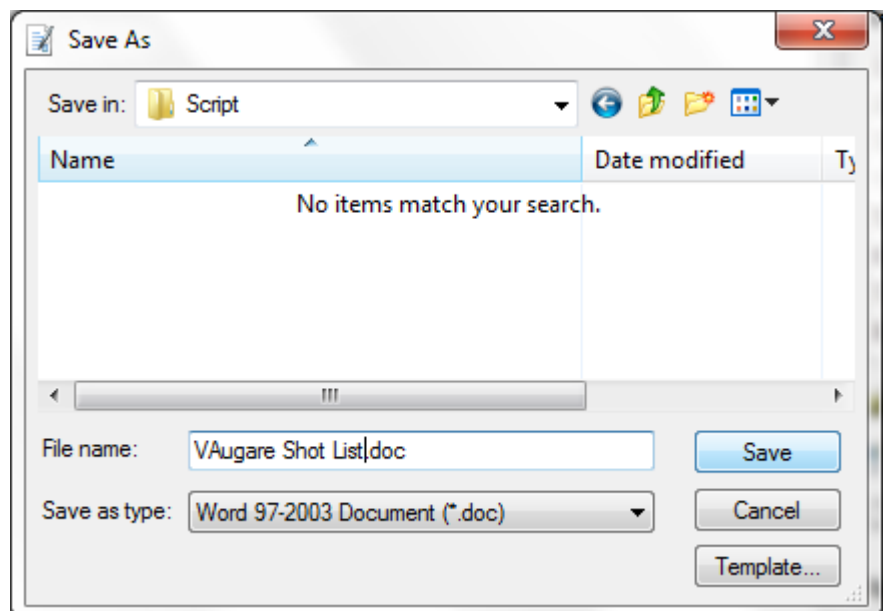
# Script Writing

1. Open a new document in Microsoft Word or a text editor.
2. Save the file inside the Script folder and name it with your first initial and last name followed by the word Script.
3. Type your script and save it again.



# Shot List

1. Open a new document in Microsoft Word or a text editor.
2. Save the file inside the Script folder and name it with your first initial and last name followed by the word Shot List.
3. Create a table with columns and rows following the example on the next pages.
4. Add a Title
5. Copy and paste every paragraph from your script to the shot list.
6. Find a photo or video that will visually tell what is happening in your paragraph narrative. Do this for every paragraph.
7. Don't forget to add credits at the end of the shot list. Spell check your credits.



# Script Example

## Bullying Hurts

I am amskapi pikani, I am a proud Southern peigian woman...this has not always been.

When I was growing up, one of my earliest memories at the Cut Bank public school, was fighting non-native kids who were bullying my darker-skinned Indian cousins and friends.

In 2nd grade, my family moved home to Moccasin Flats in Browning. I was so happy because I was going to be around my cousins and my grandma Augare. She loved us kids, when we were scared she would burn sage, sweet grass or sweet pine, and tell us we were protected.

However, in school I wasn't protected...now, I was different. I was called "white trash", "white woman", and "Napiyaki." I fought a lot. This time, for myself and other kids who were different--blonde, light-skinned, and handicapped.

One day I remember coming home and I laid my head on my grandma's lap and cried. My Uncle came in and said "what's wrong my girl?" I told him how I was being chased home and called white trash and Napiyaki.

My uncle told me, "you tell them that you have an uncle that's blacker than the ace of spades, and we are Blackfeet!" My grandma told me that being called Napiyaki does not mean white trash, it means "new woman". I felt defended. I felt empowered.

The next day I went back to school and stood up in the cafeteria and I said "I have an uncle that's blacker than the ace of spades and we're Blackfeet"! The teasing stopped, at least, for a day or two.

I spent many, many years being chased, bullied and learning to physically fight others. I was not accepted by my peers because of my color either on-or-off the reservation. I lost my identity, I became lonely and was not accepted by my own relatives. They thought about me as "white" because of my light skin-color, even though they knew we were closely related.


I spent the next 20 years drinking, drugging, being lost, and having low self-esteem. I thought being treated bad was normal. I remained in a abusive relationship for 13 years. Out of anger and desperation, I finally went into counseling and began my recovery process. I decided to attend college--a healthy outlet. I began learning more about my family history through photos and genealogy. I wrote class papers about Native American topics, went to talking circles and learned about the medicine wheel, and attended ceremonies.

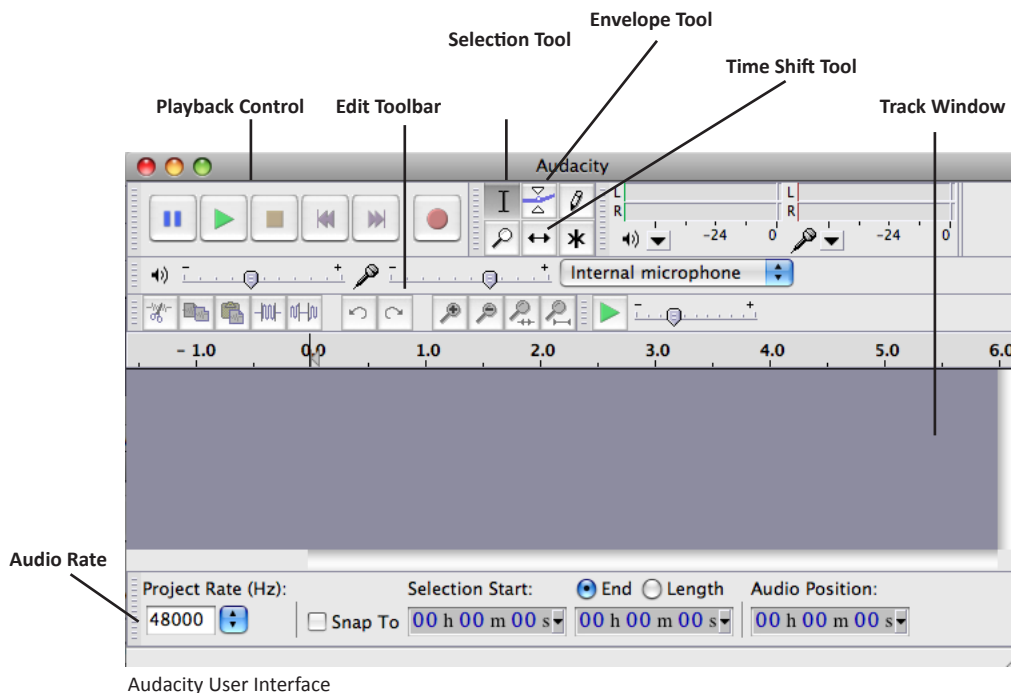
All of these things helped me find myself. I am amskapi pikani...no matter what my skin color is... I am a proud Southern Peigan woman.




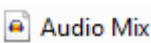
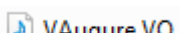
# Shot List Example

Text	Photo/Image/Video	Narration
Bullying Hurts	White text on Blue Slide	
	Victoria Guardipee Women	I am amskapi pikani, I am a proud Southern Piegan woman...this has not always been.
	School Non-Native Kids Cousins	When I was growing up, one of my earliest memories at the Cut Bank public school, was fighting non-native kids who were bullying my darker-skinned Indian cousins and friends.
	Home Gram Sage	In 2nd grade, my family moved home to Moccasin Flats in Browning. I was so happy because I was going to be around my cousins and my grandma Augare. She loved us kids, when we were scared she would burn sage, sweet grass or sweet pine, and tell us we were protected.
	Kids teasing Trash Bullying Blondie Little girl	However, in school I wasn't protected...now, I was different. I was called "white trash", "white woman", and "Napiyaki." I fought a lot. This time, for myself and other kids who were different--blonde, light-skinned, and handicapped.
	Girl crying Uncle Doe Chased	One day I remember coming home and I laid my head on my grandma's lap and cried. My Uncle came in and said "what's wrong my girl?" I told him how I was being chased home and called white trash and Napiyaki.
	Ace of Spades Blackfeet 1913 Gram	My uncle told me, "you tell them that you have an uncle that's blacker than the ace of spades, and we are Blackfeet!" My grandma told me that being called Napiyaki does not mean white trash, it means "new woman". I felt defended. I felt empowered.
	School Cafeteria Guardipee Family	The next day I went back to school and stood up in the cafeteria and I said "I have an uncle that's blacker than the ace of spades and we're Blackfeet"! The teasing stopped, at least, for a day or two.
Bullying Hurts	White text on Black Slide	I spent many, many years being chased, bullied and learning to physically fight others.
	Many colors Lonely teen	I was not accepted by my peers because of my color either on-or-off the reservation. I lost my identity, I became lonely and was not accepted by my own relatives. They thought about me as "white" because of my light skin-color, even though they knew we were closely related.
	Alcohol Misty trees Sad teen Abuse	I spent the next 20 years drinking, drugging, being lost, and having low self-esteem. I thought being treated bad was normal. I remained in an abusive relationship for 13 years.
	Recovery Guardipee Family Class papers Talking circle Ceremony	Out of anger and desperation, I finally went into counseling and began my recovery process. I decided to attend college--a healthy outlet. I began learning more about my family history through photos and genealogy. I wrote class papers about Native American topics, went to talking circles and learned about the medicine wheel, and attended ceremonies.
	Victoria	All of these things helped me find myself. I am amskapi pikani...no matter what my skin color is... I am a proud Southern Piegan woman.
In Memory Of My Strong Southern Piegan Grandmothers & mom Sadie Guardipee, Agnes Guardipee, Little Otter Woman & Theda Augare	White text on Black Slide	
	Guardipee Women	
	Gram	
Credits Thanks to my nDigiSisters Carmella & Brenda Uncle James "Doe" Augare My Children Family All My Relatives The many people who helped me through the tough times Photo Courtesy Bill Spotted Eagle CRodrigo www.morguefile.com www.firstpeople.org Music Courtesy Gene Tagaban	ducklings	

# Recording Audio

1. Open Audacity. 
2. Review the User Interface.
3. Set the Project Audio Rate (Hz) to 48000 (Hz).



4. Record your narration by clicking on the record button. 
5. Stop recording by clicking on the stop button when you are done recording. 
6. Listen your narration by clicking on the play button. 
7. Save the Audacity project file and name it Audio Mix.   
Select File->Save Project
8. Export your narration and name it first initial last name followed by the word VO.   
Select File->Export

# Mixing Audio

1. Open Audacity.

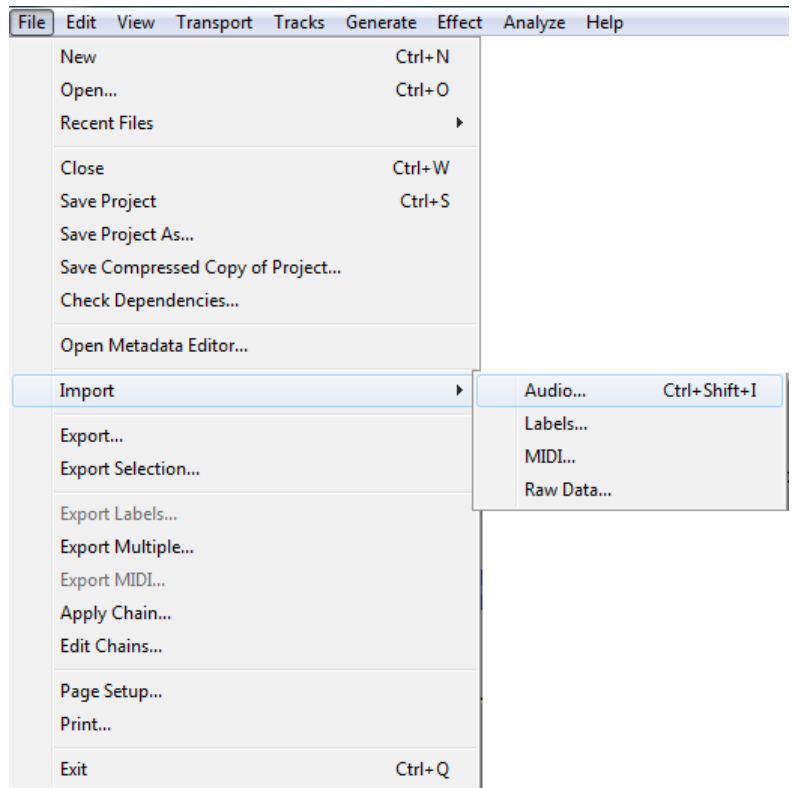


2. Import your voice narration file from your audio folder into Audacity.
3. Import your music file from your audio folder into Audacity.
4. Save the Audacity project file in your Audio folder and name it audio mix.

5. Increase the timeline view.  
Select View->Pulldown  
Select Zoom In twice.

6. Move your voice narration track to the right by 7 seconds from where the music begins, adjust according to your narration and music, use the Time Shift Tool.

Click and drag the voice narration to the right.



7. Add three keyframes to the beginning of the music track, use the Envelope Tool.
- Place the first keyframe a little before where the narration starts.
- Place the second keyframe in line with where the narration starts.
- Place the third a little after where the narration starts.

8. Add three keyframes towards the end of the music track, use the Envelope Tool.
- Place the first keyframe a little after the narration has ended.
- Place the second keyframe a second after the first key frame.
- Place the third keyframe a second after the second key frame.

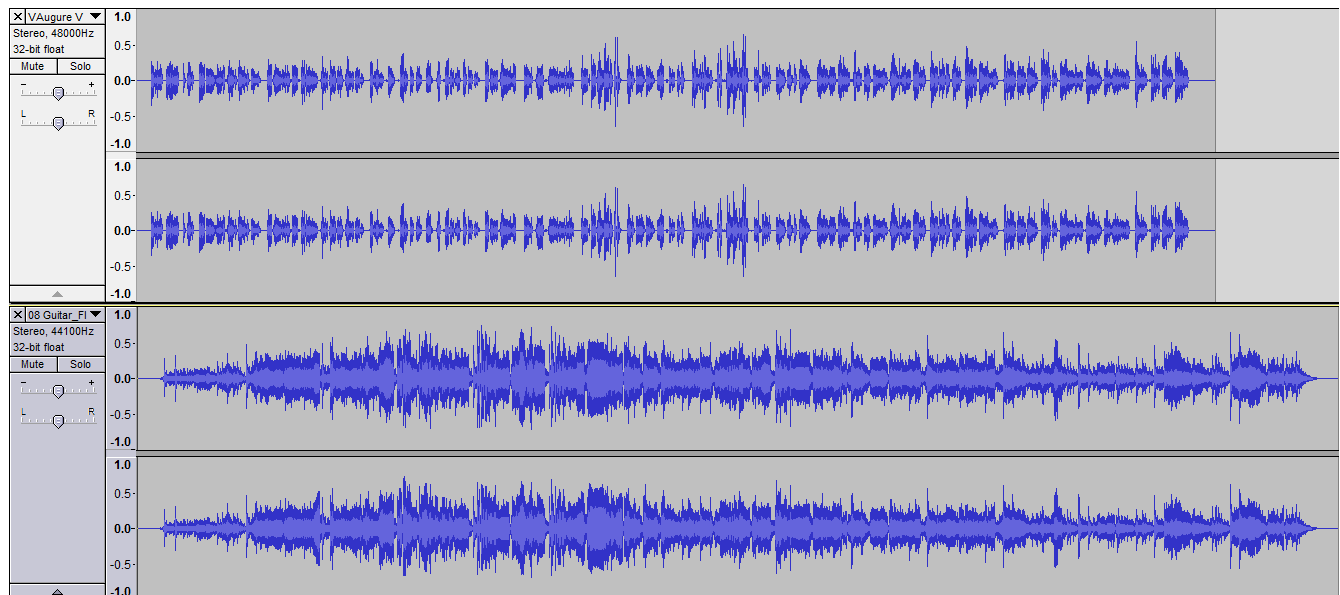
9. Adjust the level of the music so that when it starts playing it is at a higher level and then slowly fades to a lower level at the time the narration begins and remains low during the narration and then becomes louder after the narration so it can play through the credits.

10. Export the audio mix as a .wav file into your audio file. Name it your first initial last name followed by the word final audio mix.

VAugare Final Audio Mix

# Mixing Audio

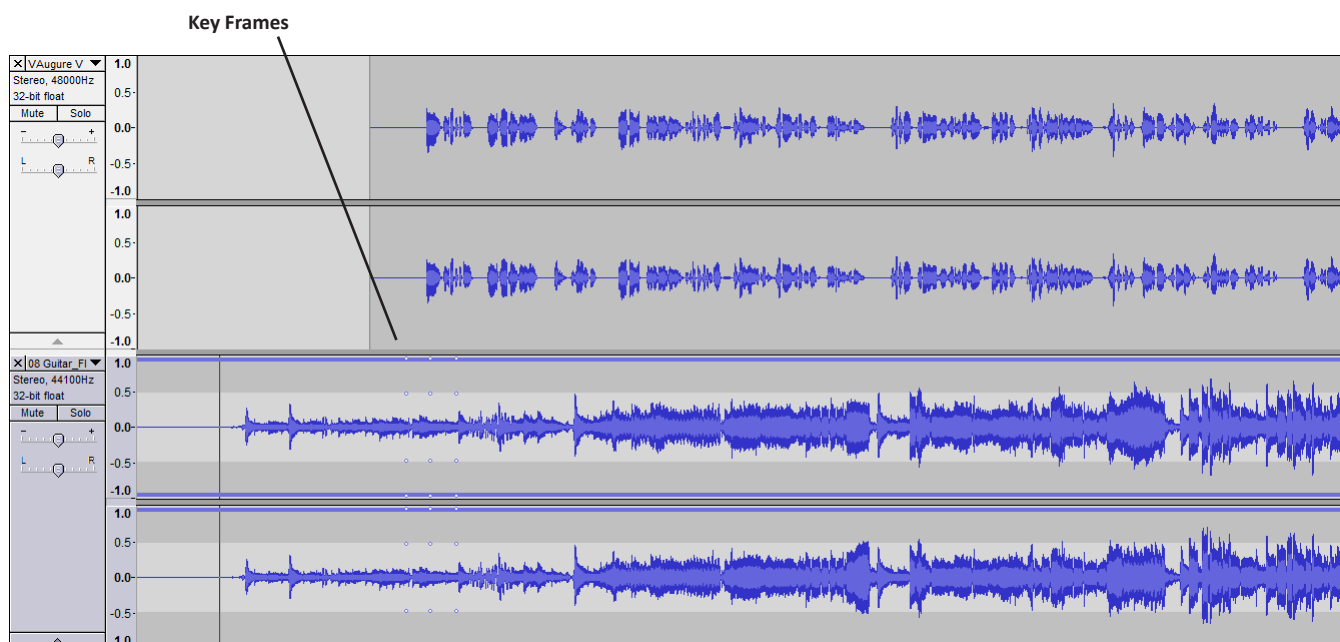
Imported narration and music.



Timeline view has been increased.

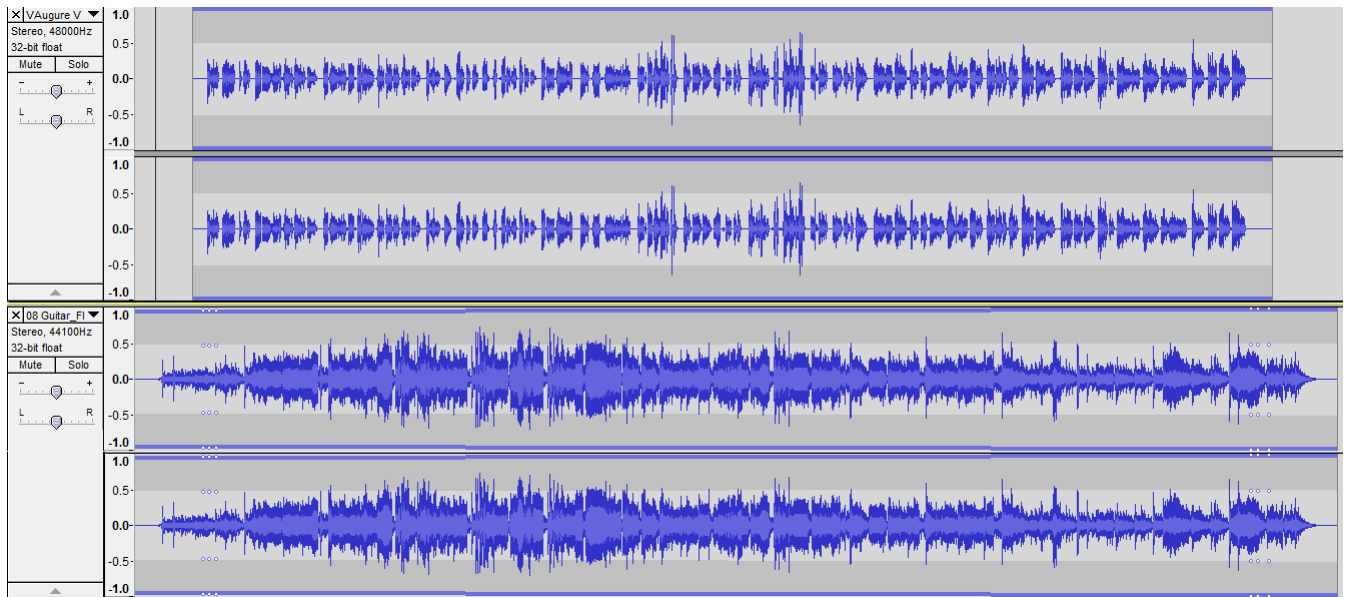
Track 1 (Narration) is moved to the right by 7 seconds.

Keyframes have been added to Track 2 (Music). They appear as little white dots. They can be dragged up or down to raise or lower the volume of the track.

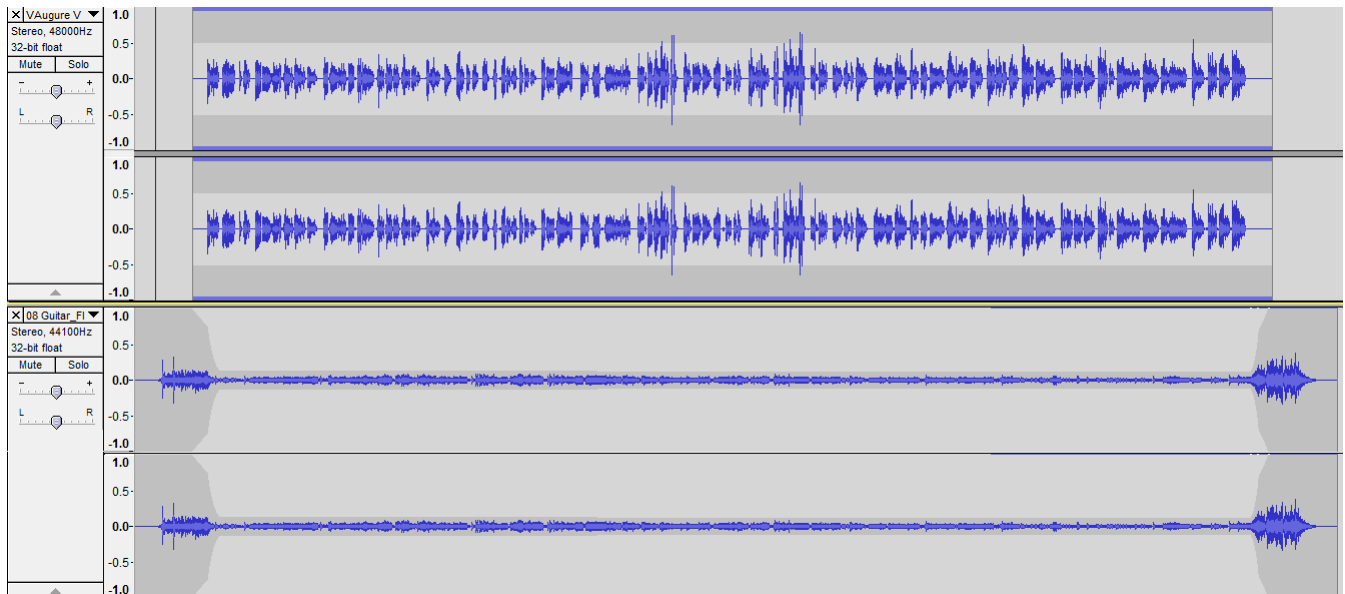


# Mixing Audio

Track 2 (Music) has all six key frames.




Keyframes on Track 2 (Music) have been dragged down to decrease the volume of the music during the narration.



Save the Audio Mix project in case you need to make further changes.

Export the final audio mix and save it in your Audio folder. Name the file your first initial last name followed by the word Final Audio Mix.

File->Export->Save

 VAugare Final Audio Mix



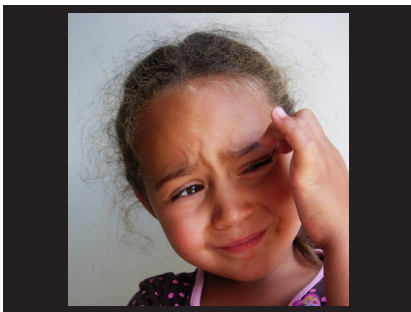
# Photo Size

Photographs have two orientations, landscape and portrait.



LANDSCAPE

Landscape oriented photos are the best to work with because if they are exactly 640x480 in pixel width and height they will fill the screen in your movie. If they are not 640x480 then you might see black on the top and bottom of the photo.



PORTRAIT

Portrait oriented photos will have black on both the left and right side of the screen in your movie.

Try to use your photos as much as possible. If you use photos from the Internet make sure they are copyright free and you have permission to use them.

**DO NOT USE THUMBNAILS, USE BIGGER PHOTOS.** If you use a thumbnail it will look pixelated in your movie, stretched or blurry. Always try to download photos as close to 640x480 or bigger and then resize in Microsoft Paint.

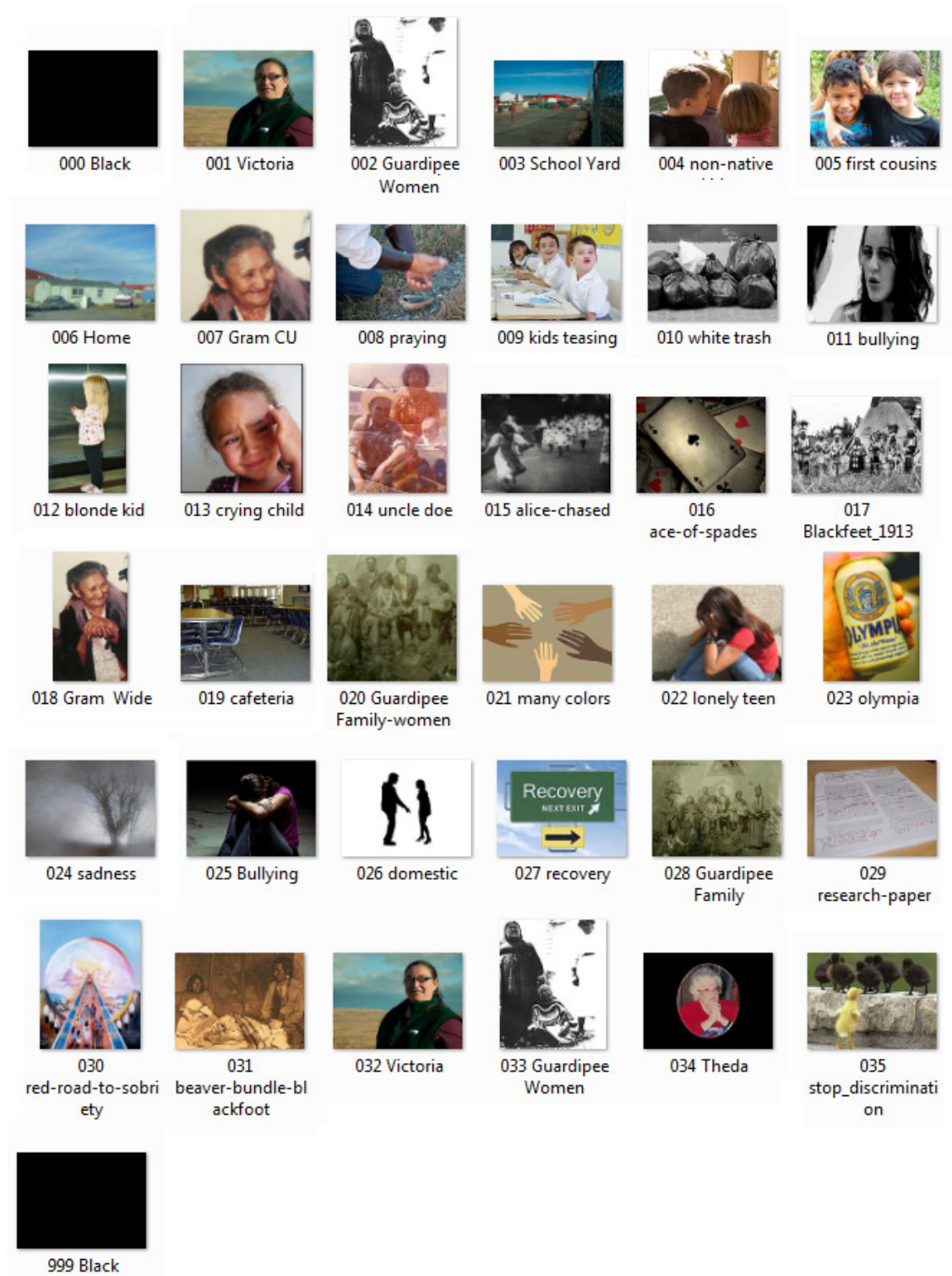
Photo pixel size magic number.

**640 pixels (width) x 480 pixels (height)**

# Storyboard

You will save yourself a lot of time when you are editing if you sequentially number your photos in your images folder.

1. Number your photos starting from 001 (descriptive name). Repeat until you have numbered all of your photos.

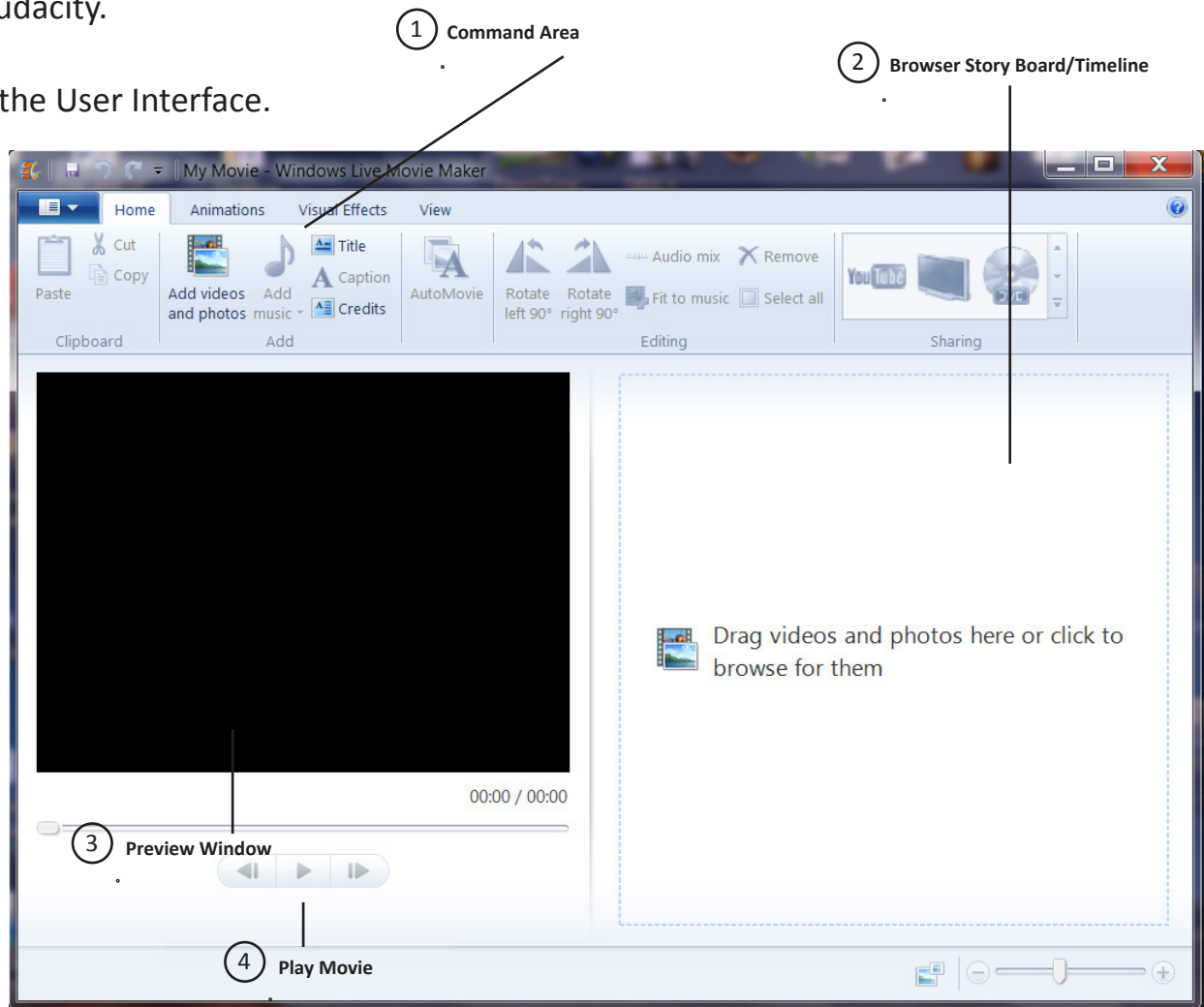


# Windows Live Movie Maker

You will be editing your movie in Windows Live Movie Maker

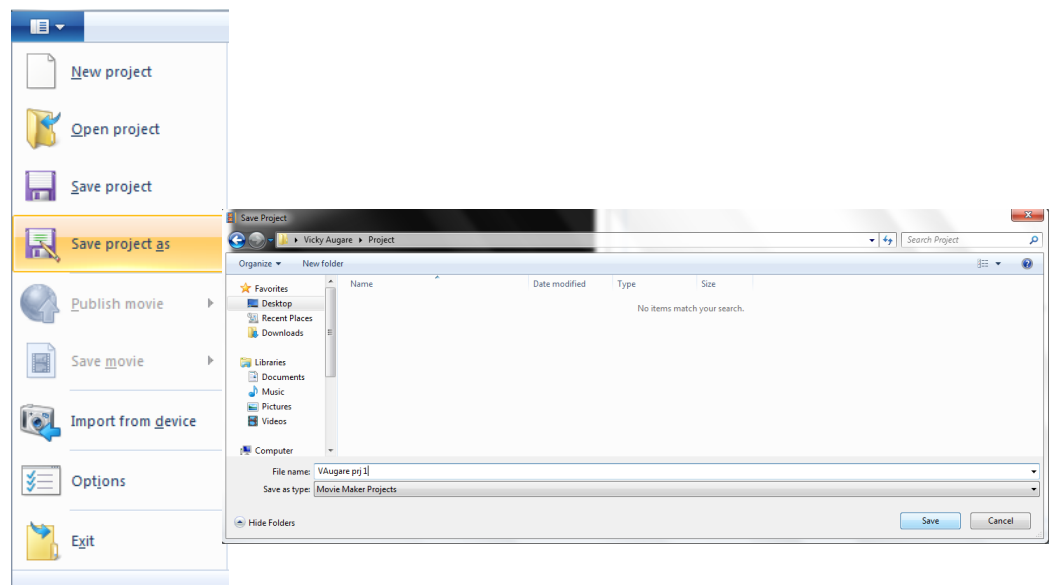
1. Open Audacity.

2. Review the User Interface.



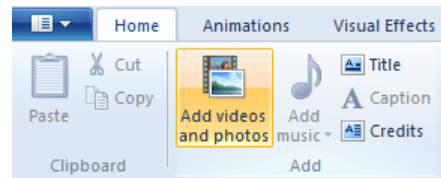
Windows Live Movie Maker Interface

3. Save your movie maker project.  
File->Save As

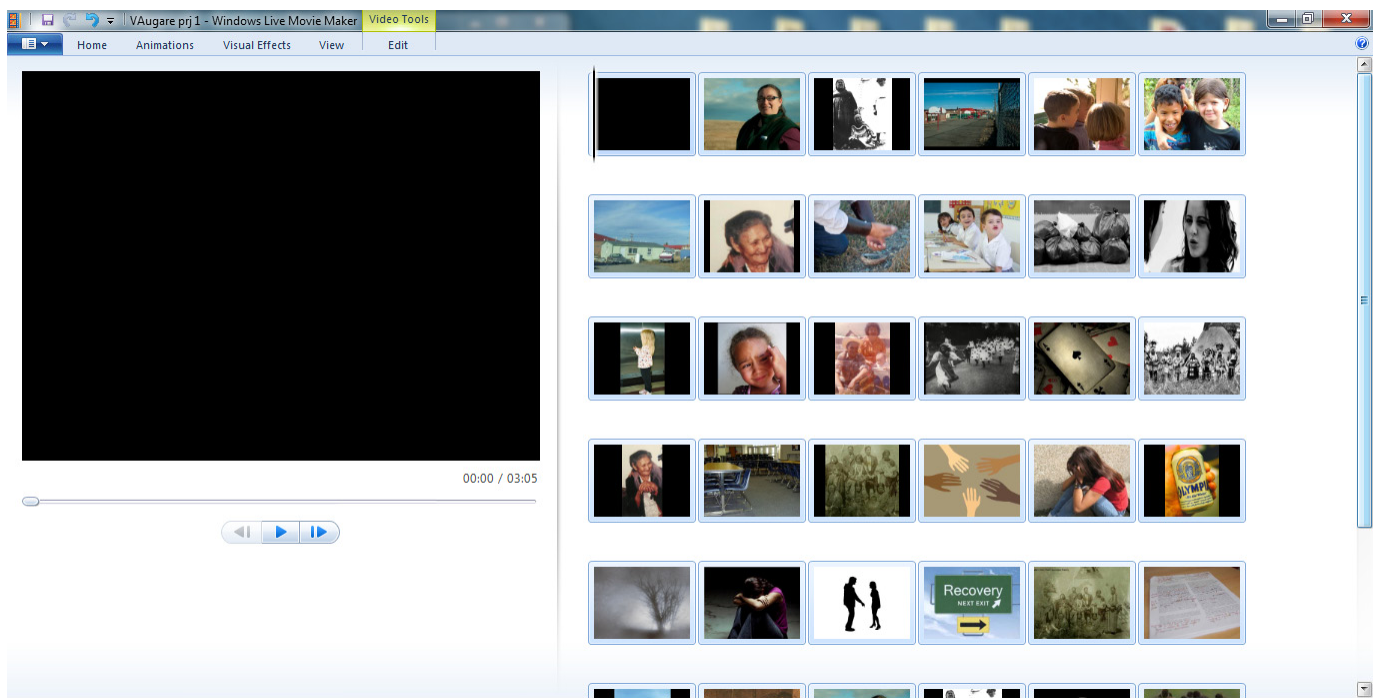


# Windows Live Movie Maker Editing

1. Click on the HOME TAB->Add videos and photos button.
2. Click on Ctrl->A to select all the photos in your images folder, then click the Open button.



If all the photos were numbered sequentially they will appear in order on the timeline.

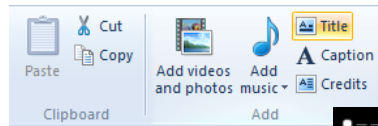


# Windows Live Movie Maker Editing

## 3. Add a Title

Click on the Title button.

Type your title in the box.



## 4. Change the color of the background or the color of the text.

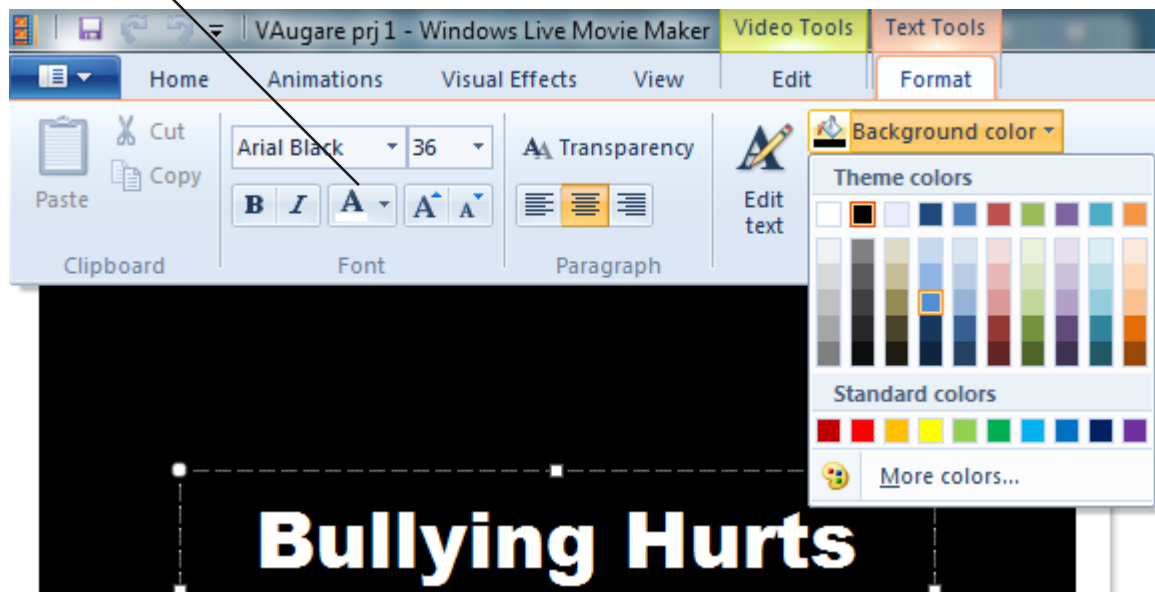
Click on the Text Tools-Format Tab.

Click on the Background Color Button.

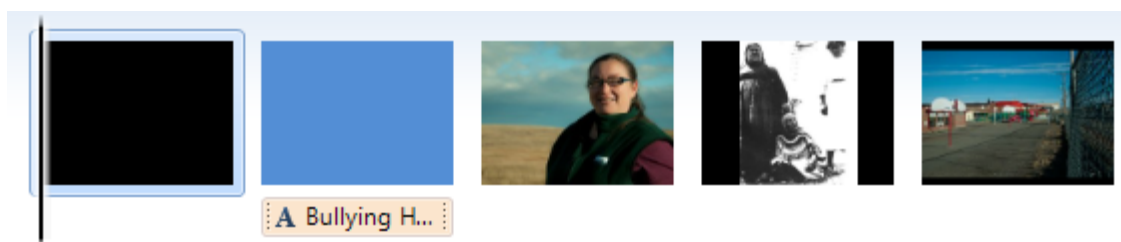
Select a background color.

Click on the Change Font Color Button to the change the color of the title.

Change Font Color



## 5. Move title and black box in front of your first photo by clicking on the black box and dragging it on the left side of your first photo.

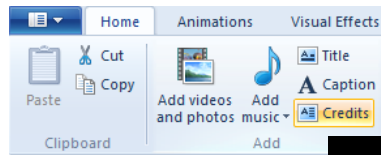




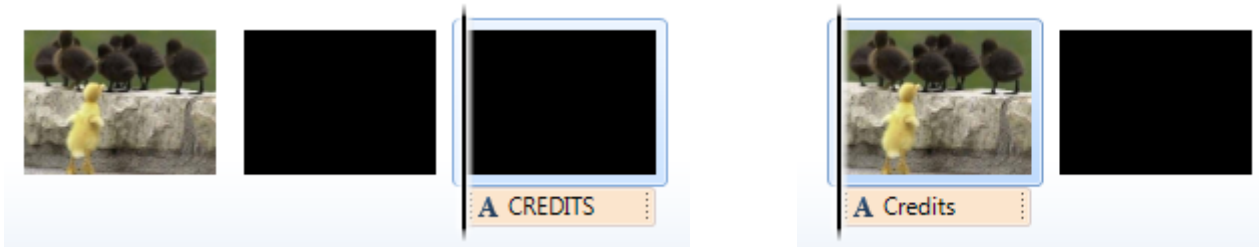
# Windows Live Movie Maker Editing

## 6. Add Credits.

Click on the Credit button.  
Type your credits.



7. Move the credits box after your last photo or move the credits bar without the box under a photo by selecting the title box and text bar and dragging after the last photo or selecting the text bar and dragging underneath the photo.

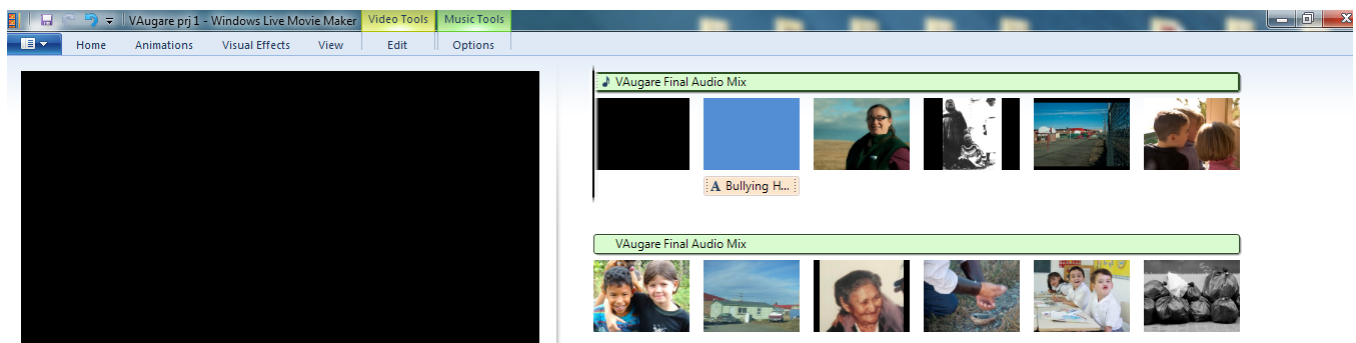
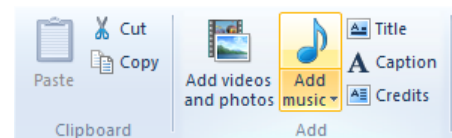


## 8. Add narration and music mix.

Click on the Add music button.

Select your final narration/music mix or just narration if you are not using music from your audio folder.

Click the Open button to add to the timeline.



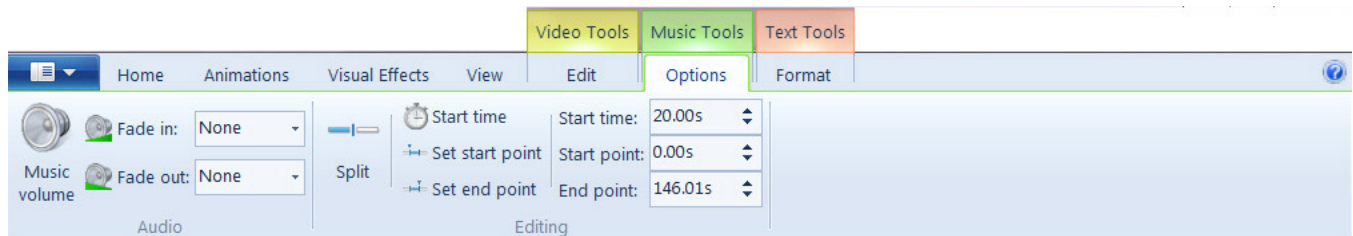
# Windows Live Movie Maker Editing

9. Fade the audio mix at the end of the audio clip.

Click on the audio clip in the Timeline.

Click on the Music Tools->Options Tab.

Change the Fade out: from None to Slow.



Change the duration of the photos to sync with your audio, add transitions and Pan and zoom, add effects to your photographs starting from left to right.

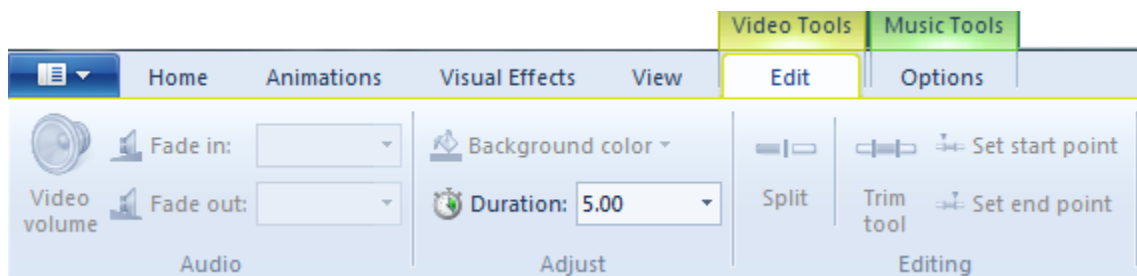
**It is very important to do this from left to right, making these four decisions for every photo in order to properly sync your photos with your audio. REMEMBER add transitions, effects and Pan and Zooms only if they help tell your story.**

To change duration

Click on a photo in the Timeline.

Click on Video Tools->Edit Tab.

Change the time in the Duration box.



# Windows Live Movie Maker Editing

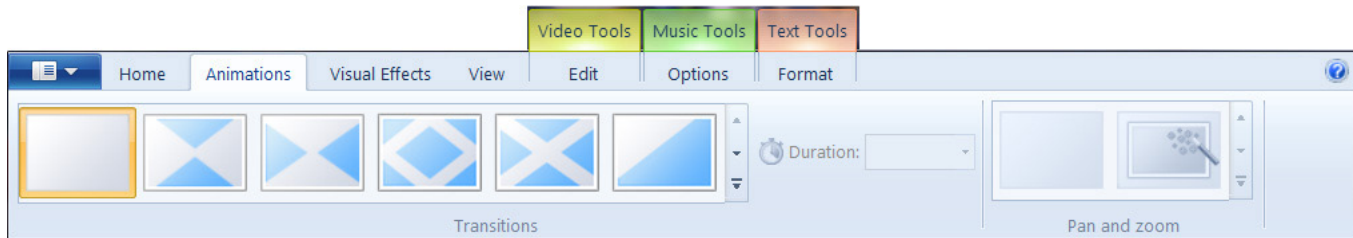
To add a transition

Click on a photo in the Timeline.

Click on the ANIMATIONS TAB.

Select a Transition.

Select a Pan and zoom.

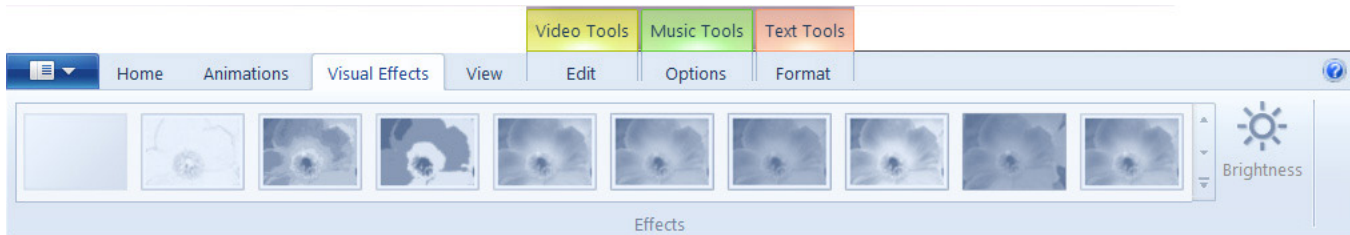


To add an effect.

Click on a photo.

Click on the VISUAL EFFECTS TAB.

Click on an Effect.



**After you have made an editing decision for every photo and synced your audio your movie is ready to be compressed and saved as a movie.**

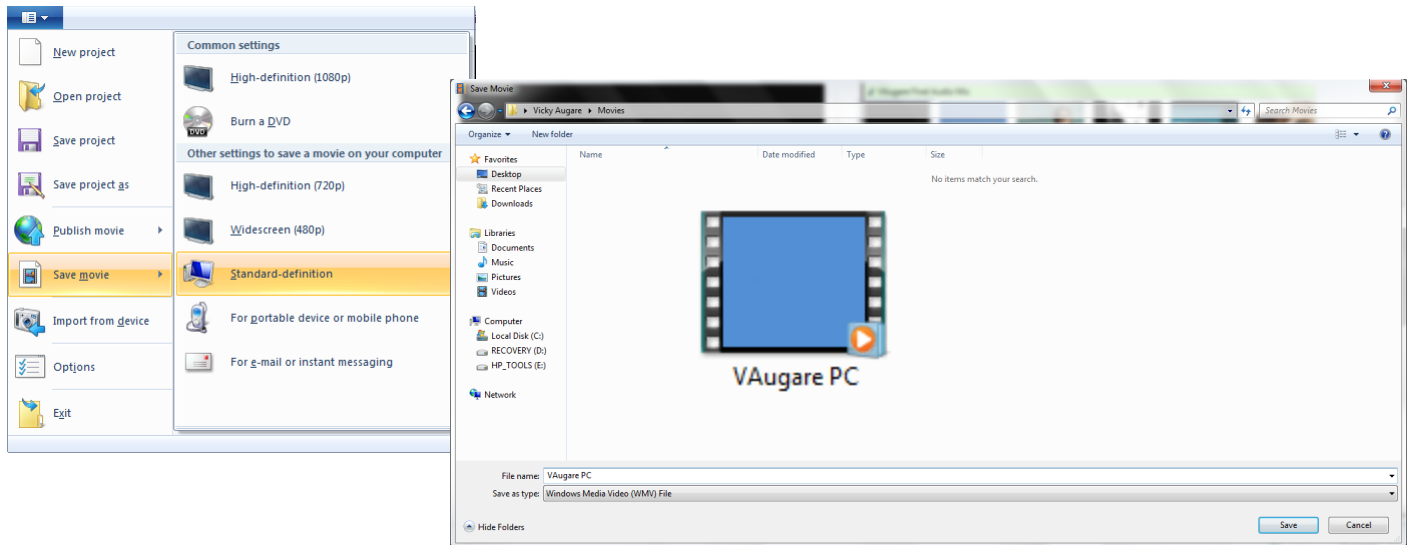


# Windows Live Movie Maker Editing

## 10. Save Movie to playback on your computer.

Click on the Blue Tab->Save movie->Standard-definition.

Save the movie file in your Movies folder and name it with your first initial and last name followed the word PC.



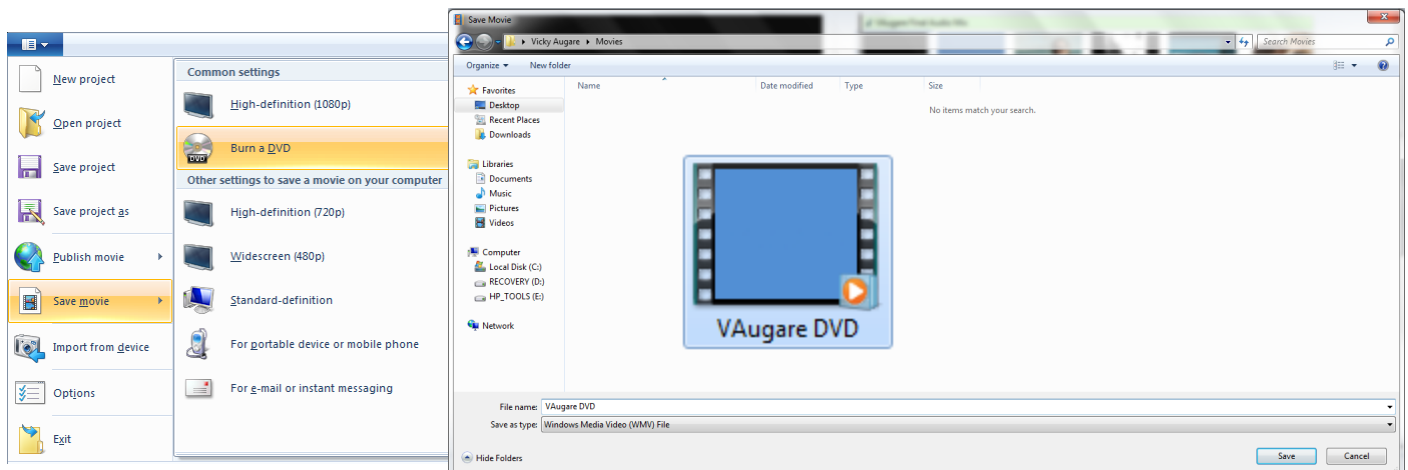
This movie can be used to upload to Facebook or YouTube unless you use the Publish movie option to publish to YouTube. It can also be copied to a jump drive and played on other computers with Microsoft Windows Movie Player.

## 11. Save Movie to playback on your computer.

Click on the Blue Tab->Save Movie->Burn a DVD.

Save the movie file in your Movies folder and name it with your first initial last name followed by the word DVD.

Follow the DVD screens that pop up on your screen to choose your Menu and burn the DVD.





## Section 5: References

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### **Images and Photographs:**

[http://www.commerce.state.ak.us/dca/photos/comm\\_list.cfm](http://www.commerce.state.ak.us/dca/photos/comm_list.cfm)  
<http://www.fws.gov/digitalmedia>  
<http://www.ihs.gov/publicinfo/photogallery/index.cfm>  
<http://www.morguefile.com>  
<http://www.freeimages.co.uk/>  
<http://www.freefoto.com>  
<http://memory.loc.gov/>  
<http://www.archive.org>  
<http://www.photos8.com/>  
<http://www.pics4learning.com>  
<http://www.adigitaldreamer.com/gallery/>  
<http://animalphotos.info/a/>  
<http://creativity103.com/collections/index.html>  
<http://memory.loc.gov/ammem/browse/ListSome.php?category=Native%20American%20History>

### **Music and Sound effects:**

<http://www.freeplaymusic.com/>  
<http://www.soundclick.com>  
<http://www.freesound.org/>  
<http://simplythebest.net/sounds/>  
[http://simplythebest.net/sounds/WAV/sound\\_effects\\_WAV/animals\\_wavs.html](http://simplythebest.net/sounds/WAV/sound_effects_WAV/animals_wavs.html)  
<http://incompetech.com/m/c/royalty-free/>  
<http://www.partnersinrhyme.com/>

### **Just for Fun-other links to check out:**

<http://www.aviary.com/>  
<http://www.carnegielibrary.org/kids/storymaker/>  
<http://goanimate.com/>  
<http://digitalstorytelling.coe.uh.edu/index.html>

